

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
SPECIAL MEETING  
WEDNESDAY, OCTOBER 12, 2011  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Porter called the meeting to order at 6:00 p.m.

**1.1.2 Roll Call**

Present: Councilmember Latasha Gatling (Excused), Mayor Eugene Grant (Absent), Councilmember Darrell Hardy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Absent)

Staff: Vincent Jones, City Administrator

**1.1.3 Invocation and Pledge of Allegiance:**

The City Council removed the Pledge of Allegiance from the agenda.

**2. PRESENTATIONS:**

- None

**3. MEETING TOPICS:**

- 3.1.1. Personnel Manual Review and Discussion:
- Council President Porter indicated that the Council was meeting to discuss and review the updates to the City's Personnel Manual. He indicated that he was aware that there were some concerns and that in addition to the current meeting, it would be good to have one more meeting to discuss outstanding issues and then move to consideration of approving the revisions by Council.
- Councilmember Raynor asked what cities the Committee used for comparison purposed to update the Manual. City Administrator Jones mentioned that several were used several to include: Bowie, District Heights, Gaithersburg, Greenbelt, Hyattsville and Indian Head.
- Council President Porter and Councilmember Simms provided the Council with an overview of the some of the issues the Committee addressed during the

review using the memo the Committee provided, to include: harassment policies that did not exist previously, the starting times for the work day, establishing times for lunch and a review of personal days.

- City Administrator Jones discussed with the Council two edits that he would like the Council to consider for revisions. The edits identified were in the Committee memo section on Chapter III – Management Authority & Responsibility, where Mr. Jones, suggested that in Article 4 – Government, the word executive on page could be removed. The Council discussed that this language was used in the City’s Charter and Code. It also included the memo section on Chapter XIII – Grievance Procedures, where Mr. Jones indicated that the grievance steps no longer included a personnel board, but no ordinance change was required, so the make up and function of the personnel board could stay as it is, per the City Code.
- Councilmember Stephenson raised concerns about the City’s policies that allowed drug testing of employees and prohibited drug use by employees. The Council discussed the issues. There was additional discussion of procedures for what happens if an employee does test positive for drugs. City Administrator Jones indicated that the revised manual refers to Chapter 16 – Drug and Alcohol Abuse Policy, and that Chapter 16 outlines procedures for what options available if an employee tests positive. The Council discussed adding that language to the Personnel Manual.
- Additional discussion by the Council on Chapter VII – Employee Conduct, Section 3 – Alcohol & Controlled Substances, Article 4 – Notification to Employer by Employee of Violations and Convictions. The Council discussed edits to the language and directed the City Administrator to make the necessary edits as it relates to discipline and discharge in item # 2.
- Council discussion then held on the hours of work, the manual needs to be updated with correct hours for the Public Works staff. There was additional discussion of establishing a lunch period and the need for the City to have appropriate staff coverage to answer phones and provide customer service to residents and visitors. The Council discussed current policy that does not require employees to punch in and out for lunch period and directed the City Administrator to remove this language from the revised Manual.
- There was Council discussion of City policies with regard to flu season and if that would be included in the Manual. City Administrator Jones responded on the issue and indicated that this policy would be included in a Emergency Preparedness Plan and that he would provide an annual memo to staff with regard to procedures for using leave when an employee is ill, so they prevent the spread of an illness in the workplace.

- Council discussed the Leave Donation Program and the revised holiday schedule in the manual. The Council also discussed the Personal Leave benefit that is also in the manual. The Personal Leave Benefit was not changed per Council.
- The Council directed the City Administrator to send a notice to members not in attendance, asking for their comments by the close of business on Monday, October 17, 2011. The Council also discussed setting a meeting date for another follow up meeting to review the Personnel Manual. The Council discussed selecting a few dates, but through consensus settled on Monday, October 24, 2011 at 5:30 p.m.

#### **4. LEGISLATION**

#### **5. UNFINISHED BUSINESS:**


- None

#### **6. ANNOUNCEMENTS**

- None

**ADJOURN-** The meeting was adjourned at 7:20p.m.

Submitted by,

  
Vincent Jones  
City Administrator